

# Post on Bulletin Board

Human Resources Office  
South Dakota National Guard  
2823 West Main Street  
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **57-13**

Position Title and Number:

**Human Resources Specialist (Military)**

**Customer Service D1622000**

Series, Grade:

**GS-0201-09**

Type Appointment:

**Excepted: Enlisted**

Location of Position:

**114 FSS, Sioux Falls, SD**

Salary Range:

**\$47,448 to \$61,678 Per Annum**

Open: **3 March 2013**

Close: **10 April 2013**

## Area of Consideration

1. All permanent Technicians and AGR's of the South Dakota Air National Guard. Applicants must presently be an Excepted employee or a Non Dual Status employee eligible for Excepted status.
2. All members of the South Dakota Air National Guard.

## Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
  - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.  
Resume - must include, as a minimum, all the information requested on the OF 612.  
(Only the last four of SSN is required on OF 612, Block 5).
  - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
  - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
  - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <https://sdguard.ngb.army.mil> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to [nq.sd.sdarnng.list.jobs@mail.mil](mailto:nq.sd.sdarnng.list.jobs@mail.mil). The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

## Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

## Minimum Requirements for Consideration

General: Clerical or administrative experience, education, and/or training which has provided the applicant with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Specialized: 24 months experience for GS-09 in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work which is similar or closely related to the work of the position to be filled. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in field directly related to the type of work of the position. If applying your National Guard experience, it will be credited on the basis of one full year of credit for one full year of National Guard experience:

- Knowledge in researching, interpreting and applying military personnel regulations, policy and procedures on personnel actions.
- Knowledge of web based, and stand-alone computer programs and software applications to manage military human resources programs.
- Knowledge in examining reports, forms and other source documents to ensure completeness and conformity to policies and procedures.
- Skill in explaining personnel programs to members, supervisors, and commanders in both verbal and written form.
- Knowledge of rotational (AEF's / ECS's) TDY requirements.

#### **Compatibility Requirements**

Applicant must be assigned to the following AFSC upon date of hire: 3S0X1. Applicants for this position must meet the military qualifications for the AFSC to be eligible for assignment upon date of hire. The AFSC(s) requires an aptitude of A41 and physical profile of 333233G. Aptitude scores can be checked on the vMPF or at Customer Service in the Force Support Squadron and physical profile in the Medical Squadron. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

#### **AGR Employees**

Current AGR personnel of the South Dakota Air National Guard may apply for this position by using the application procedures listed above. Personnel must meet the qualifications in ANGI 36-101. The applicant selected will be assigned to a military Unit Manning Document (UMD) position as determined by the selecting official.

#### **Experience Evaluation**

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

#### **Evaluation Methods**

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T.

#### **Appointment**

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

#### **Summary of Duties**

This position is located within the Force Support Squadron (FSS) of an Air National Guard (ANG) flying wing. This comprehensive description covers five programs/specialties within the Air National guard Force Support Squadron. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness.

#### **Miscellaneous**

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C, veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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